

# Creating an Adoption Assistance Application for Decision

**Note:** Assignment to the child's Pre-Adoptive case is needed in order to create an agreement.

**Note:** To create an application for decision, the child must have an out of home placement, an approved Child & Adolescent Needs & Strengths (CANS), and a Foster Care Rate effective within the last 6 months.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work from the Actions dropdown next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Adoption Assistance Application for Decision' from the Agreements/Notices drop-down. Select the appropriate Case and Participant and click Create to open the Adoption Assistance Application for Decision page.

Create Case Work - Internet Explorer

**eWiSACWIS** Print Help

**Create Case Items**

- Administration
- Adoption
- Agreements/Notices: Adoption Assistance Application for Decision
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative

**Cases**

- Agate, Annie (20272)
- Altman, Mary (9220003)
- Badger, Bucky (9221882)
- Bear, Cindy (9223420)
- Bird, Big (9224340)
- Cake, Birthday (9223960)
- Case, Milwaukee (9223100)
- Case, Mommy (9221914)
- Case, Test (9221917)
- Casper, Mommy (9221896)
- Columbia, Mommy (9221901)
- Crispies, Gina (9223421)

**Case Participants**

- Agate, Alex, Biological Child (9225831)
- Agate, Alfred, Biological Child (20987)
- Agate, Alice, Biological Child (20988)
- Agate, Annie, Reference Person (20990)
- Agate, Arthur, Father (20989)
- Agate, Baby, Biological Child (9230436)

Create Close

3. Enter information for the Adoption Assistance Application for Decision. The page is divided into the following group boxes: Eligibility Verification, Disability/Special Needs Information, Supplemental Rate, and Payment Information. The following describes both pre-filled and user entered fields for each group box.

**Adoption Assistance Application for Decision - Internet Explorer**

**eWiSACWIS** Print Spell Check Help

---

**Agreement Information**

Case Participant: [Agate, Alice \(20988\)](#) Effective Date:

Provider Name: [Provider, County \(9221491\)](#) Anticipated Adoption Finalization Date (if known):

County: Milwaukee

---

**Eligibility Verification**

1. **Adoption Subsidy Type:** MA w/subsidy amount

☐ Child is 10+ years [Details](#) Birth Certificate: [11/01/2017](#) [Imaging Search](#)

☐ Sibling Group (3+ Placed Together) [Details](#)

☐ Member of a Minority Group [Details](#)

☒ Moderate/Intensive Needs [Details](#)

2. Reasonable efforts made to place without adoption assistance:

☐ Agency considered other families.

☐ Agency worked with Adoption Information Exchange. Registration Date:

Efforts were not made due to the following exceptions (select all that apply):

☐ Child identifies himself/herself as part of the family.

☐ Child is regarded as family by others.

☐ Child is unlikely to form new attachments.

3. Did the agency ask the proposed adoptive family if they are willing to adopt without adoption assistance?

☐ Yes ☐ No

4. Significant financial impact:

☐ Unusual circumstances will cause financial impact.

☐ Family lacks insurance for medical needs.

☐ Unavailable resources are needed.

---

**Disability/Special Needs Information**

☒ Learning Disability ☐ Other Medically Diagnosed Conditions ☐ Emotionally Disturbed [Modify](#)

☐ Mental Retardation ☒ Physical Disabled ☐ Visually/Hearing Impaired

---

**Supplemental Rate**

CANS Effective Date: [07/01/2017](#) Supplemental Points: 52 Supplemental Rate: \$416.00

---

**Payment Information**

Basic: \$0.00 **Agreement Amount:** \$416.00

Supplemental: \$416.00 Foster Care Rate: [\\$1,060.00](#)

☐ Exceptional

Payment Justification

Options:

## A. Eligibility Verification

**Note:** To qualify for an adoption subsidy (MA w/ subsidy amount), at least 5 CANS items (used in the rate algorithm) must be rated as a 2 or 3 unless the child qualifies for at least one Applicable Exception.

1. Adoption Subsidy Type: this identifies the type of subsidy. If none of the checkboxes are selected this will default to 'MA only – at risk'.
  - Child is 10+ years – Prefills if the child is at least 10 years old as of the effective date based on the child's date of birth as documented on the person management page.
  - Sibling Group (3+ Placed together) – indicates if the child is placed with at least two other siblings; This is a user selected checkbox and the details flare provides policy guidance on when it is appropriate to check this box.
  - Member of a Minority Group – Indicates if the child is eligible for tribal membership. This checkbox prefills if the child's Status or Status2 on the person management page is 'Member' or 'Eligible for membership'. If the membership is not identified on the person management page the checkbox remains user editable.
  - Moderate/Intensive Needs – Prefills if the child exhibits exceptional adoption needs characteristics judged to be moderate or intensive as indicated by identifying 5 or more qualifying characteristics from the CANS tool at a level 2 or 3.
  - At-risk Documentation – this image is required if the subsidy type is 'MA only – at risk'. It will automatically pull in the most recently uploaded image type of At-risk documentation if it exists; if it doesn't exist, it will display the text of 'None Documented'. The [Imaging Search](#) hyperlink will take the user to the imaging search page to select or create the appropriate image. If the type is MA w/subsidy, this link will not display.
  - Birth Certificate – this image is required for every application for decision. It will automatically pull in the most recent Participant Document > Birth Certificate image type that is uploaded. If there are no images uploaded as the birth certificate, it will display the text of 'None Selected'. The [Imaging Search](#) hyperlink will take the user to the imaging search page to select or create the appropriate image. If the type is MA w/subsidy, this link will not display.

2. Reasonable efforts made to place without adoption assistance:

Either one of the first two checkboxes is required or one of the last three checkboxes (Efforts were not made...) is required.

- Agency considered other families – checking this box will automatically clear the Exceptions checkboxes.
- Agency worked with Adoption Information Exchange – checking this box will automatically clear the Exceptions checkboxes and make the Registration Date enabled and required.

Efforts were not made due to the following exceptions (select all that apply):

- Child identifies himself/herself as part of the family – checking this box clears the Reasonable efforts made checkboxes.
- Child is regarded as family by others – checking this box clears the Reasonable efforts made checkboxes.
- Child is unlikely to form new attachments – checking this box clears the Reasonable efforts made checkboxes.

3. Did the agency ask the proposed adoptive family if they are willing to adopt without adoption assistance?
  - Selecting No makes the Explain narrative required; subsequently selecting Yes clears the narrative box.
  - If No is selected, provide an explanation on why the agency didn't ask the proposed family if they are willing to adopt without adoption assistance.
4. Significant financial impact:
  - Select one of the checkboxes that best applies to the proposed family.

#### **B. Disability/Special Needs Information**

This section prefills from the characteristics tab of the person management page. To update the information, click on the 'Modify' link to open the person management page on the characteristics tab. The selected checkboxes will freeze upon final approval of the application for decision, otherwise they will update when the information is updated on the person management page.

#### **C. Supplemental Rate:**

- Prefills information from the most recently approved, qualifying CANS.

**Note:** There is a separate rate algorithm from CANS for foster care and adoption assistance. As a result, there may be a slight difference in the Supplemental Points and Supplemental Rate amount.

#### **D. Payment Information:**

- Basic Rate: Prefills basic rate based on the age of the child at the time of the agreement.
  - Supplemental: Prefills amount based on the most recently approved, qualifying CANS.
  - Exceptional: If applicable, select the Exceptional checkbox and enter an amount. Provide an explanation in the Payment Justification narrative box. Refer to policy for details on acceptable justifications.
  - Agreement Amount: Prefills the total of the basic, supplemental, and exceptional amounts. Monthly agreement amount that will be paid out to the adoptive parent(s) once the Adoption Assistance Agreement is established.
  - Foster Care Rate: Prefills from the most recently approved, qualifying foster care rate.
4. Next, send the Adoption Assistance Agreement for approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Adoption Assistance Agreement page. Click Save on the Adoption Assistance Agreement page to send for approval.
  5. Upon supervisory approval, the Application for Decision will be sent to the Central Office Adoption Unit for final approval, along with an automated message to notify that the approval needs to be completed. An automated message will be sent to notify that the final approval has occurred.

**Note:** For Milwaukee Supervisors, when approving the agreement to send it to the Central Adoption Office, you will have to select 'Reroute' and choose appropriate individual's name.